

Supported Internship Application Process Overview

(Intern guide)

Fill out the application form in full. You can ask someone* for help if there is anything on the form that you do not understand.

Make sure you **sign the form**. This will allow us to contact the person named on your form to speak about your application.

You must then submit your application form via post. You can also ask someone* for help with this.

Once we receive your signed application, we will contact the person you have named on your form to discuss your application and ask them about your Support Plan.

We will look over all the information you and the person named on your form have provided and make a decision about your application.

We will then send out a letter containing information about what you will receive. We will send this to you and person named on your application form.

You must **sign and return** this letter to us to show that you accept the grant. Once we receive a signed copy of this letter, we will put your award in place.

To receive funding, you must **sign each claim** form and return it to Access to Work. You can ask your College or Job Coach for help with this.

*Someone can refer to your parents or guardian, your appointee, your College, the Supported Employment Provider or your Job Coach.

If you have an appointee, they should sign the application form, award letter and claim form where this applies.